



Attendance:

Helen Chan, Professional Division Committee Chair (Division F)
Karin Byström (Secretary, Acquisition and Collection Development Section)
Ann Roll (Information Coordinator, Acquisition and Collection Development Section)
Elsa Loftis (Secretary, Art Libraries Section)
Nicole Clasen (Secretary, Document Delivery and Resource Sharing (DDRS) Section)
Russell S. Lynch (Chair, Preservation and Conservation Section)
Makeswary Periasamy (Secretary, Rare Books and Special Collections Section)
Stephanie Stillo (Information Coordinator, Rare Books and Special Collections Section)

Apologies:

Lilly Ho (Chair, Acquisition and Collection Development Section)
Rana Abdulrahman (Chair, Art Libraries Section)
Susan Parker-Leavy (Information Coordinator, Art Libraries Section)
Tina Baich (Chair, Document Delivery and Resource Sharing (DDRS) Section)
Filiz Ekingen Flores Mamondi (Information Coordinator, Document Delivery and Resource Sharing (DDRS) Section)
Céline Allain (Secretary, Preservation and Conservation Section)
Mariia Kolpakova (Information Coordinator, Preservation and Conservation Section)
Daryl Green (Chair, Rare Books and Special Collections Section)
Thomas Chaimbault-Petitjean (Convenor, LGBTQ Users Special Interest Group)

1. **Opening and confirmation of the agenda**
The agenda was approved.
2. **Welcome and introduction**
The Professional Division Committee Chair, Helen Chan welcomed the Professional Unit Officers of Division F. The meeting was begun at 22:30 HKT and was recorded. Due to the time difference, Lilly Ho would not be able to join the meeting which was scheduled at mid-night Darwin time. However, she would watch the recording and prepare the minutes correspondingly.
3. **Minutes of previous meeting May 29th, 2022**
The minutes of previous meeting was approved without correction.
4. **IFLA updates**
 - 4.1 **IFLA's Centenary Celebration**

Peter Lor provided updates on the Library History SIG IFLA Centenary Celebration on the Basecamp. Their projects for centenary celebration in 2027 included a) oral histories of IFLA president, IFLA Secretaries General and other significant IFLA personalities; and b) the celebratory publication to mark the IFLA centenary.

Helen encouraged Division members to consider adding celebratory activities into their action plan.

4.2 Unit action plan and annual report

Individual unit has to complete the action plan and annual report by October 1st. If unit chairs or convenors had any logon issues, they needed to contact Megan Price, IFLA HQ for assistance.

Helen welcomed Professional Unit Officers (including SIGs) to send her a draft to review before submitting to the system.

4.3 Co-opted members process

Helen reported that since the launch in April 2022, fifteen professional units used the co-opted process to recruit new members. She reminded that multiple calls in different communication channels could be used to attract the potential members. She could provide more options to deliver the calls in addition to the IFLA-L mailing list.

If needed, Helen would help to disseminate the calls to a wider group but she expected that the units would provide the details and background information for her reference. For example, the timeline of the call, the justification of the call, the target regions, the reason of insufficient memberships and the expected supports from her as a Division Chair etc.

Helen also inquired if the group had any questions or concerns about the co-opted process. She could raise them in the next Professional Council meeting.

Helen deferred the topics of appointing section mentor and asked the interested professional units to contact her directly for more information.

4.4 Virtual event

Helen reminded the group again regarding the Wordy, an AI translation software for a virtual event. The professional unit could use the software upon request. The Chairs or convenors could submit a form to request for an access, prior to the event.

Helen could also help to promote units' online events but she would like to know the following information so that she could prepare:

- Who are targeted audience of the event?
- What is the title of the event?
- When is the event?

- Where is the event?
- How does the event carry out? IFLA Zoom or Organization Zoom?
- The purpose of hosting this event.

5 Division updates

5.1 Division F newsletter

Helen thanked for the suggested topics of second issue of Division newsletter. The theme would be “a letter to show your support to an IFLA staff” and “the most inspiring experience at WLIC”. It was expected that the contribution was a compliment to one person, an impression of one event at the congress, or a personal unique experience at WLIC 2022. It might include the inspiring people (such as IFLA Headquarters staff, volunteers and booth helpers), satellite meetings, business meetings, open sessions, cultural evening, opening and closing ceremonies, caucuses, talking stick sessions, library visits and online experience etc.

Helen encouraged all officers and standing committee members to contribute by October 15th, 2022. She also asked for suggestion on the strategies to increase the submissions, the feedback on the design of newsletter and the areas for future improvement.

Russel responded that the members in Preservation and Conservation interested to know more about IFLA colleagues in other units/sections. He would promote the newsletter within the section.

5.2 Division activities

Helen suggested to host a webinar to bring all the officers together. The online event was about “Libraries for the Future” and would be tentatively delivered in May 2023. The officers in each unit would have a chance to share their thoughts about their area. For example,

- What do you think about the emerging issues and trends in acquisition and collection development area in the near future?
- What would be the changes to prepare the professionals to move to the same direction?

The duration and structure of the online event was discussed.

The Professional Unit Officers supported the ideas of Webinar series but preferred a longer presentation time. Sixty- to ninety-minutes webinar would be a reasonable length. Same webinar in different time zones presented by different officers (speakers) from the same unit could accommodate participants from different parts of the world.

Generally speaking, the Professional Unit Officers recognized that it would be a good opportunity to connect the units and exchange knowledge with the others.

Helen would continue the discussion on the Division Basecamp. The group would start planning and organizing the webinar series in next meeting.

6 Unit updates

All officers provided updates on their units. Helen would bring any questions or concerns to the Professional Council meeting in November if any.

Acquisition and Collection Development

- Acquisition and Collection Development (ACD) had discussion on the upcoming activities planning in 2023. The discussion also covered the co-opted members topics such as how to get four new co-opted members involved in the works of working groups.
- Karin noticed that the recent Professional Council meeting discussed about the term of the co-opted members. She would like to ask “how long would be the co-opted member in the section?” Helen answered that the co-opted members were expected to continue in the section. They would become an official standing committee member in next congress if they were nominated and successfully elected.
- Ann reminded that ACD working group would host a webinar on Open Educational Resources (OER) next week (October 5th, 2022). So far, around 250 participants registered. It would be good if the group helped to promote the event. Helen will take part at the opening of the event. She also invited different section officers invite their members to join this event.

Art Libraries

- Arts Libraries would have a mid-term meeting in Paris in March / April next year. The meeting would be in hybrid format that European colleagues preferred. Helen will join the meeting if possible.
- The section would meet every two months to plan for the activities in 2023 such as WLIC session and trainings etc. There would be three outgoing members next year.
- The section conducted a survey on satellite meeting in Dublin, Ireland. The next satellite would be hosted by one of the museums in Amsterdam in conjunction with the WLIC in Rotterdam, The Netherlands.
- The section remarked its 40th anniversary in the satellite meeting in Dublin. The celebratory activities included the promotion of Art Libraries history, the contributions to the IFLA publications, social media promotions, and the launch of Wikipedia page. The proposed wiki page had been submitted and now undergoing the review process. It would take about three to six months to complete and be published online.

Document Delivery and Resource Sharing

- Last week, Document Deliver and Resource Sharing Section hosted the 17th Inter-lending and Document Supply (ILDS) conference at Qatar National Library in Qatar. The participants were mainly from Lebanese, Qatar and other Middle Eastern countries. There were a few European participants. Various hot topics were discussed such as documents delivery in an open access environment and its associated copyright laws, potential solutions of sharing resources in different countries etc. The section expected that more conferences and activities on these areas in the near future.

Preservation and Conservation

- Preservation and Conservation Section currently wrapped up a survey that they did throughout the world. The survey was about the methods and standard processes for binding a book in a big and small libraries.
- The section also worked with UNESCO and the Advisory Committee on Cultural Heritage on some projects and activities in the next couple of weeks.

Rare Books and Special Collections

- Rare Books and Special Collections Section was currently planning a webinar in collaboration with the European research libraries. It would be a big project on collection security among the institutions in November.
- The next webinar with International Council on Archives (ICA) was about object identification (object ID) and its legal matters in the museums and cultural heritage organizations, how could object ID be used to improve metadata of the collections etc.
- In the upcoming year, the section would have a physical mid-term meeting in Sweden in March, a satellite and open session in Rotterdam in August.
- A survey on special collections would open until October 21st, 2022. So far, the section received twenty responses.
- The section raised their concerns on the resignation of Professional Council Chair. They would like to know how the changes would affect the IFLA members.

7. Other business - Questions to Helen

Helen responded the following questions that were raised by the professional unit officers in the meeting:

- Regarding questions on the planning process of a satellite meeting at WLIC in Rotterdam next year, related information from Headquarter, and the contact persons of different WLIC matters, Helen indicated the detailed information had not been announced yet. The group was suggested to plan for the topics, the speakers and the content of the meeting continuously. Helen would inform the group once she received any updates.
- Regarding the coming meetings, Helen will confirm the date and time with the minutes of this meeting.

8. Next meeting

The meeting was adjourned on Monday, September 27th, 2022 23:00 HKT.

The meeting schedule for 2022-2023 would be:

- Friday, February 17th, 2023 10:30 am CEST
- Friday, May 19th, 2023 9:00 am CEST
- WLIC 2023 social gathering (TBC)

Next Division meeting would be Friday, February 17th, 2023 10:30 am CEST.